



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Karen Ensley, Human Resources Director
Date: September 2, 2021
RE: Job Posting – **Six (6) Temporary Emergency Management Specialist**
Emergency Management

Duties and Responsibilities: This position is responsible for performing technical and administrative support for the Emergency Management Division. Augments EM staff during extended operations including disasters, unusual events, and preplanned events. Exercises independent judgment in applying established standards to a variety of work situations. Exercises considerable tact and firmness in dealing with other agencies, departments, and the general public. Reports to the EM – Rescue Manager.

Qualifications: A thorough working knowledge of Emergency Management, Incident Command System and Public Health; thorough knowledge of current emergency medical service needs of the County; working knowledge of computers and other IT components; thorough knowledge of equipment and supplies used in emergency medical services; ability to communicate effectively orally and in writing and prepare and conduct presentations; excellent interpersonal skills and ability to exercise tact to interact with other agencies and members of the public; ability to utilize office software required for the position, such as Microsoft Word, Excel and PowerPoint; ability to safely and efficiently operate emergency vehicles to include towing trailers; ability to attend work regularly.

Graduation from high school supplemented by course work in Fire Protection, EMS or Emergency Management and considerable experience in the Emergency Services field or related work; or an equivalent combination of training and experience which provides the necessary skills, knowledge, and abilities.

Must possess valid North Carolina driver's license. Must have completed Incident Command System (ICS) 100, 200, 700, 800 or complete during orientation. Certification as a NC Emergency Medical Technician (EMT) preferred.

Any loss of certification may result in an appropriate reduction of pay and classification or may affect employment status, at the discretion of the department head, Human Resources Director and County Manager.

Applications must be obtained, fully completed, and submitted to Henderson County HRD by mail 112 First Avenue West, Hendersonville, NC 28792, by email (hrd@hendersoncountync.gov), or by fax (828) 698-6184. Please see our website, www.hendersoncountync.gov/hr and refer to the Additional Applicant Information section for more detailed instructions.

The deadline for application is: **Open until filled**

Level I: Non-Certified Starting rate: \$17.00 per hour

Level II: Certified Starting rate: \$18.00 per hour

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
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